

MEMORANDUM

To: All Department Heads / Division Managers

From: Terry Fornash, Human Resources Coordinator

Date: October 20, 2020

Re: Part Time Administrative Assistant

This is a part time position with a starting salary of \$20 per hour for 20 hours per week not to exceed 100 hours per month. Should any City of Newport Employee know of someone qualified and interested please contact Terry Fornash @ 655-6349 or email to tfornash@newportky.gov. Deadline to apply is Monday, November 2, 2020.

FIRE /E.M.S. DEPARTMENT ADMINISTRATIVE ASSISTANT

CHARACTERISTICS OF THE POSITION: This is an administrative position involved with support for the city's Fire/E.M.S. Department. An employee in this position provides administrative support to the Fire Chief requiring considerable initiative, independent judgment and professional discretion. Reports directly to the Fire /E.M.S. Chief.

ESSENTIAL FUNCTIONS:

- Maintains a high degree of confidentiality while working with sensitive and confidential written and/or verbal communications ensuring that daily responsibilities and functions are carried out efficiently and professionally;
- Maintains extensive contact and interaction with citizens, public officials, other agencies, other departments, etc., providing requested information or suggested sources for data and assistance required;
- Organizes and maintains confidential departmental files and correspondence;
- Creates and maintains statistical information for the Chief;
- Organizes and maintains departmental files, often of a sensitive nature;
- Responds to, and directs, citizen's complaints and inquiries via telephone and in person, to appropriate individuals;
- Coordinates office activities;
- Responsible for aspects of payroll;
- Assists with budget preparation and monitoring expenditures;
- Responsible for departmental requisitions, invoice payments in Software System;
- Maintains contact with the city officials, other agencies and the general public;
- Responds to, and directs, citizen complaints and inquiries via telephone or in person to the appropriate department or individual;

- Appears for work and completes assigned tasks within a reasonable period of time;
- Works in a safe manner, observing all safety rules and poses no significant risk to the health and safety of others.

ADDITIONAL JOB DUTIES:

- Attends departmental meetings, maintain minutes and agendas for the Fire/E.M.S. Chief;
- Receives and directs citizen complaints;
- Assist in purchases and maintenance of supplies;
- Maintains subpoenas for records, including from Coroners;
- Maintains and updates Fire and EMS Reporting in Software System;
- Must be proficient in writing skills;
- Performs additional duties as required.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduate from a standard high school, or equivalency, supplemented by considerable experience working in an administrative or government office;
- Or any combination of education, training, and experience, which provides the necessary knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:

- Must be proficient in MicroSoft Office, Windows 2016, Power Point and Excel;
- Ability to read, write, and speak effectively, including the accurate preparation of reports;
- Ability to establish and maintain accurate communication and effective working relationships with other employees, officers, government agencies, contractors, and the general public;
- Basic knowledge of administrative and accounting procedures;
- Ability to perform general office tasks such as typing, filing, mailing, and computer-entry;
- Ability to use modern office machines such as: personal computer, photocopier etc.;
- Must have the ability to compose and draft correspondence;

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to communicate effectively and prepare reports requiring writing, reading, mental reasoning and interpretation;
- Ability to operate modern business machines such as: personal computer, photocopier, typically using hands and fingers;
- Work is typically performed in an office setting at a desk or table with intermittent standing or stooping;
- Ability to lift up to 25 pounds as required;
- Ability to work effectively in a potentially high stress environment.